

## Digital Evidence

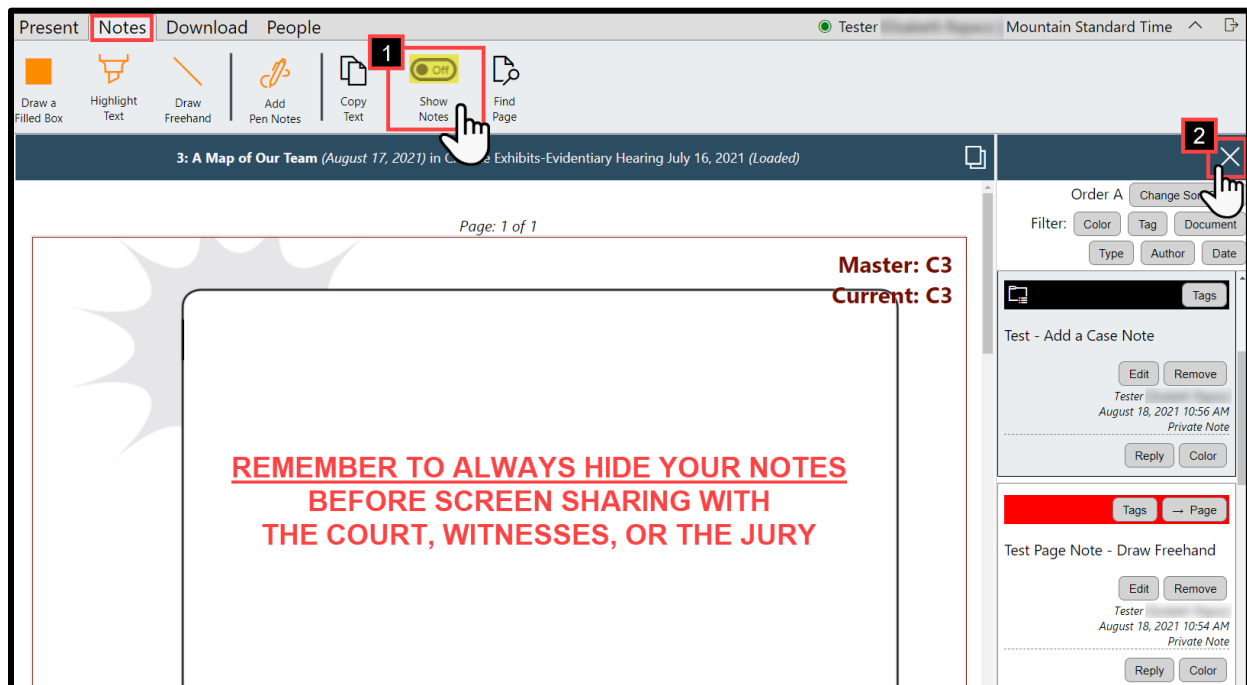
### Hiding Notes when Presenting

**Users must ensure that all notes are appropriately hidden before presenting exhibits during court proceedings.** When users have been granted permission to add notes, there are four methods for adding notes to a case: Case Notes, Page Notes, Audio/Visual Notes (*a special type of Page Note*), and Pen Notes. When a user adds a note, the default setting is for the note to be visible to only the user. However, Case Notes and Page Notes may be shared with other appropriate users that have been invited into the case.

**When Pen Notes and/or Page Notes have been used**, hiding notes may be a two-step process:

- (1) toggle off the Show Notes icon on the Notes tab, and
- (2) minimize the Note Viewing Pane on the right side of the screen.

**When only Case Notes have been used**, the presenter may only have to minimize the Note Viewing Pane on the right side of the screen.



## 1. Hiding Notes when using the Presentation Function within the Digital Evidence Portal

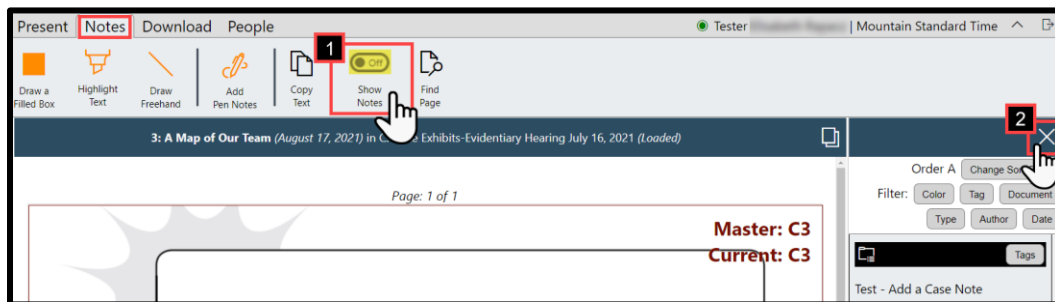
- a. The presenter's notes will not be displayed to the other users that are following the presentation in the digital evidence portal (*regardless of the type of note: case, page, pen*)

### Exceptions/Precautionary Circumstances:

- i. Using own device to display exhibits to witnesses
- ii. Using own device to display exhibits to a jury (screen sharing or presenting on a tablet)

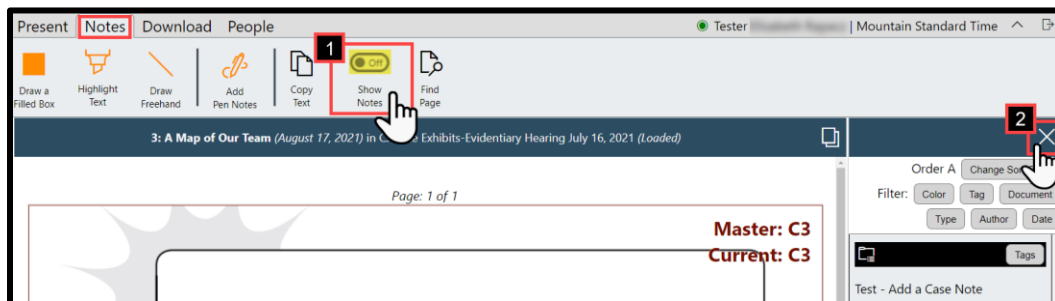
### When an Exception Applies, Follow the Two-Step Process for Hiding Notes:

1. Toggle off the Show Notes icon on the Notes tab, and
2. Minimize the Note Viewing Pane on the right side of the screen

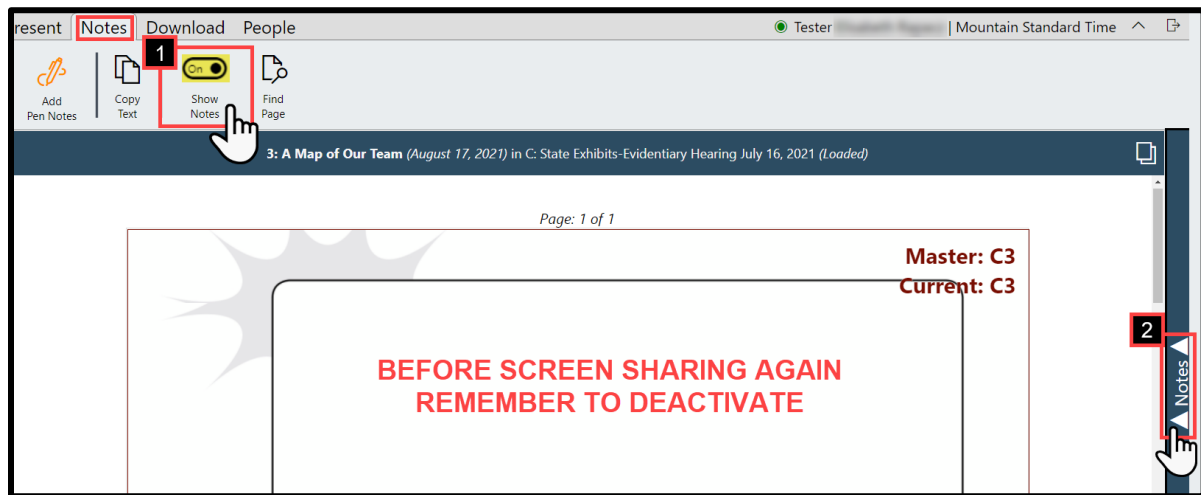


## 2. Hiding Notes when using Screen Sharing through a Separate Application

- a. Everything on the presenter's screen will be visible
- b. Before the screen sharing is started, follow the two-step process for hiding notes:
  1. Toggle off the Show Notes icon on the Notes tab, and
  2. Minimize the Note Viewing Pane on the right side of the screen



3. **After the presentation or screen sharing has been stopped**, the notes may be reactivated by: (1) toggling on the Show Notes icon in the Notes tab, and (2) clicking the arrows on the right side of the screen to open the Note Viewing Pane



- a. ***Remember to deactivate before presenting or screen sharing again***